



April 2003

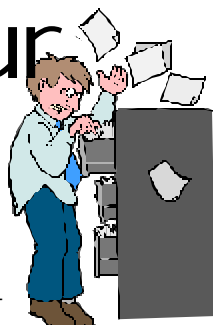
# FrontLine Employee

A newsletter from the Employee Advisory Service (EAS)

Call EAS: Olympia (360) 753-3260 Seattle (206) 281-6315 Spokane (509) 482-3686

Web: <http://hr.dop.wa.gov/eas.html>

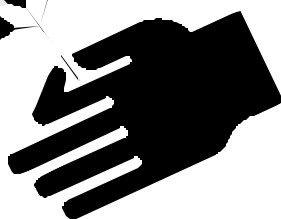
## Rescue Your Resume



**I**f it's been years since you updated your resume, you may be forgetting achievements, educational and professional accomplishments, awards, participation on important committees, or even originally authored publications and articles. Your successes have enormous value for your future. If you have neglected your resume, begin now to research accomplishments and record them. Best places to jog your memory? Chronological memo files, word processing files on your computer, program files, past performance evaluations, appointment books and calendars, and "In" and "Out" correspondence files. The most important rule: Keep track of your own accomplishments; don't expect others to do it for you.

## Herbs & Botanicals from A to Z

**A** new web site includes everything you ever wanted to know about herbs, botanical substances, vitamins, and other substances used for health purposes. Sponsored by the Memorial Sloan-Kettering Cancer Center, the database lists everything from aloe vera to zinc. See clinical summaries of any listed substance, its uses, how it works in the body, warnings, adverse reactions, drug interactions, and research articles. Evaluations of alternative or unapproved cancer therapies are also provided. The web site at [www.mskcc.org/aboutherbs](http://www.mskcc.org/aboutherbs) is updated regularly.



## Family Caregiver TIPS



**F**amily caregivers assist another person – spouse, family member, friend, or partner – in managing a chronic illness or disability. They share a common bond of self-sacrifice that is hard to comprehend if you have not walked in their shoes. If you are new to this role, follow the advice of experienced caregivers. Learn to manage stress, identify your needs, and take care of yourself. Get exercise, watch out for signs of depression, take breaks, and get enough sleep. Reach out to other caregivers for support. EAS may be able to assist you in locating nearby resources or a support network.



## "Preventive Intervention"

**"P**reventive intervention," an approach to teaching young school-age children conflict resolution skills to reduce aggression, appears to be working. A diverse sample of 11,000 students from 200,000 who participated in a program, showed they were less violent as teenagers than peers who had not participated. Sponsored by New York City Public Schools, the program sought to: 1) Help children manage conflict constructively by examining choices. 2) Apply skills in everyday situations. 3) Learn what it means to respect others. 4) Speak up when others are being disrespected. 5) Recognize personal responsibility in bringing about a more peaceful world. The objectives may help in your own parenting goals.

Source: American Psychological Association, [www.APA.org](http://www.APA.org), [dpartenheimer@apa.org](mailto:dpartenheimer@apa.org)

# When Work Groups Face Grief

**C**onfusion over how to respond to the death of a coworker often follows the denial, shock, anxiety, and overwhelming sadness of the event. **Ask EAS** about resources or support it can offer to you or your work group. Here are a few tips from the National Hospice Organization based upon the experience of workplaces that have faced the death of a coworker. 1) No two coworkers will grieve the same way. Accept the extent, depth, and duration, and how the grief process unfolds for different coworkers. Avoid judgmental thinking. 2) One or two employees serving as contacts between the work group and the family of the deceased employee reportedly works well. 3) Share information so everyone knows what plans and events are being planned to memorialize the deceased or support the family. 4) If the supervisor is not part of a coordinating group, be sure to keep him or her informed as plans evolve.



# Helping Children in Unsettling Times

**S**ince September 11, 2001, many resources have been made available to help parents and caregivers support children and thwart the emotional toll that can come from so much uncertainty in the world. The National Association of School Psychologists at <http://www.nasponline.org> offers a wide selection of handouts, tips, and guides for adults to help children manage stress, cope with absent parents on active duty in the military, manage the fear of war, and more.



# TALKING IT OVER with EAS

**Q** I think I am being sexually harassed, but I haven't decided whether to report it. I would like to talk about it with someone and decide what to do. I need promises of confidentiality. Can I speak with EAS?



**A** Yes, **EAS can discuss** the sexual harassment issue with you. Undoubtedly you are distressed over the situation, and EAS can offer you support, encouragement and options. Review the existing sexual harassment policy in your agency, so you know the steps to take in reporting harassment. EAS will keep your discussion confidential in accordance with the laws and policies that protect any client using their services and help you decide what steps to take next.

# INCOMING! World Events & Stress



**A**merica at war, terrorism threats, world crises, and water cooler squabbles about politics. If daily exposure to the evidence of unsettling times is wearing you out, perhaps you need a break. Here are a few ideas:

- **Take a Vacation from the News.** Is your television tuned to news shows too much? Is the TV on even when you aren't watching it? Do news alerts cause you to rush back to the TV? Does it feel as though you are addicted to the news? It might be time for a vacation from it. Try turning it off or watch less. If critical news happens, you will probably hear about it another way. If you feel you must have a news update, ask a friend to give you a periodic report.
- **Create a Supportive Environment.** Find time during the day to call your own. Make this a quiet and supportive environment to read a book, participate in a hobby you have postponed starting, meditate, or practice progressive muscle relaxation and breathing exercises. The objective is to find time every day to feel at peace in your immediate surroundings.
- **Seek New Inputs.** Use the time you have created tuning out the news to start doing things you have been putting off. Exercise, take a short drive, see a movie, eat out, visit with a friend, or visit a library. Do something new that adds to your life.

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Washington State Department of **Personnel**